

COMMONWEALTH OF VIRGINIA
VIRGINIA EMPLOYMENT COMMISSION

WORKFORCE INVESTMENT ACT

FIELD GUIDANCE MEMORANDUM #01-01 (REVISED)

TO: LOCAL WORKFORCE INVESTMENT BOARDS

FROM: WIA UNIT

SUBJECT: FOLLOW-UP SERVICES

DATE: OCTOBER 9, 2001 (REVISED AUGUST 28, 2003)

Follow-up services for youth participants are outlined in WIA Policy #00-5, *Youth Programs under Title I of the Workforce Investment Act*; therefore, this memorandum provides clarification regarding follow-up services for participants served as adults and dislocated workers.

Per 20 CFR Part 663.150, follow-up services must be made available to adults and dislocated workers for a minimum of 12 months following the first day of employment. The goal of follow-up services is to ensure job retention, wage gains and career progress for participants who have been referred to unsubsidized employment. Follow-up services could include, but are not limited to: additional career planning; counseling regarding the workplace; contact with the participant's employer, including assistance with work-related problems that may arise; peer support groups; information about additional educational opportunities, and referral to supportive services available in the community.

Not all of the adults and dislocated workers who are registered and placed into unsubsidized employment will need, or want, follow-up services. The appropriate scope and intensity of follow-up services must be based on the needs of the individual participant. For example, some participants who have multiple employment barriers and limited work histories may be in need of significant follow-up services to ensure long-term success in the labor market. When determining the need for follow-up services, there should also be a review of the participant's need for supportive services to meet his/her employment goals.

Post-placement services are those that a participant receives after being placed into unsubsidized employment. Training and supportive services offered after entry into unsubsidized employment should be limited and clearly documented in the Individual Employment Plan (IEP). Such post-placement services may be provided consistent with policies established by the Local Board and determined to be necessary, on an individual basis, by the one-stop partner.